

*A regular news sheet for
Governors of Schools
throughout the Bradford
District*

Education Bradford
School Governor Service

JUNE 2009



To Achieve School Improvement through
the Effective Governance of Schools

Leadership & Governance - Staffing Update

Following on from our last Staffing Update in Notepad in April, I am pleased to confirm the appointment of another two new members to the team.

Clive Linnett has joined us as Governor Development Officer with lead responsibility for training. Clive can be contacted on (01274) 385627 or e-mail clive.linnett@educationbradford.com to discuss your training needs or enquiries.

Felicity Blackwood has joined us as Governor Development Officer with a lead responsibility for Clerking. Flick can be contacted on (01274) 385825 or e-mail felicity.blackwood@educationbradford.com if you would like any information regarding our Clerking Service.

As usual **Pat, Linda, Diane** and **Donna** can be contacted on

school.governor@educationbradford.com or (01274) 385629 and fax (01274) 385588 for any advice or questions you may have.

Governor Area Briefings

The three new Area Governor Briefings have been re-established for the Summer Term and will take place as follows:

BRIEFING AREA 1, Wednesday 17 June 2009, 7.00pm at Wycliffe CE Primary School, Shipley

BRIEFING AREA 2, Thursday 18 June 2009, 7.00pm at Riddlesden St Mary's CE Primary School, Grange Road, Riddlesden

BRIEFING AREA 3, Monday 15 June 2009, 7.15pm at Future House, Bolling Road, Bradford 4

Governor representatives have been sent an Agenda for the meeting. If you are unable to attend please pass on the details to another governor.

Summer Term Clerks Briefings

The Summer Term Clerks Briefings will take place as follows :-

Monday 15 June 2009, 1.00 – 3.00pm at Future House or

Tuesday 16 June 2009, 7.00 – 9.00pm at Wycliffe CE Primary School, Saltaire

Please ring School Governor Service on (01274) 385629 to book your place or e-mail school.governor@educationbradford.com

THE ITEMS COVERED IN THIS ISSUE:

- > Leadership & Governance - Staffing Update
- > Bradford Schools Online
- > Stress Policy and Management Standards
- > Impartial Careers Education - Statutory Guidance
- > Guide to the Law
- > The Protection of Children in England: An Action Plan
- > Governor Area Briefings
- > Summer Term Clerks Briefings
- > Governor Training
- > Public Forum for Education
- > Topic: Community Cohesion
- > Rarely cover
- > National Consultation on curriculum reform and PSHE- have your say
- > Staffing Regulations
- > Handling Allegations of Abuse made against Adults who Work with Children and Young People
- > Music & Arts Service
- > A School Report Card: consultation document
- > Briefings for Local Authority Governors
- > Succession Planning
- > Schools Research Newsletter

Stress Policy and Management Standards

A letter has been sent to head teachers from **Kath Tunstall**, Strategic Director of Services to Children and Young People, drawing their attention to health and safety responsibilities. Particularly important are the *Stress Policy and Management Standards* and the need to carry out a risk assessment on stress. School managers have been invited to attend stress seminars jointly delivered by the Council and the Health and Safety Executive. Governors should check whether a stress risk assessment has been carried out in their school and whether their school has been represented at the seminars.

Impartial Careers Education - Statutory Guidance

The Education and Skills Act 2008 requires local authority maintained schools, in discharging their statutory duty to provide careers education, to provide impartial information and advice which promotes the best interests of pupils and which does not seek to promote the interests of the school over other options. It also requires schools to have regard to guidance issued by the Secretary of State when complying with their careers education and guidance duties.

This consultation invites stakeholders to comment on draft "core" statutory guidance linked to these duties.

Consultation responses can be completed online at www.dcsf.gov.uk/consultations or by emailing careerseducation.guidance@dcsf.gsi.gov.uk or by downloading a response form and sending it to **The Consultation Unit DCSF, Area GB, Castle View House, East Lane, Runcorn, Cheshire, WA7 2GJ.**

Guide to the Law

A new version of the **Guide to the Law for School Governors** was published in March 2009. Every school should have been sent 15 copies of the CD-Rom.

As changes are frequently introduced, and it is important that governors have current guidance, a new CD-ROM version of the Guide will be issued twice yearly and an up-to-date Guide on the GovernorNet website (www.governornet.co.uk) will always be maintained.

The DCSF believes that each member of a governing body needs to have his or her own copy of the Guide. Please contact the DCSF Publications Centre to order extra copies from Department for Children, Schools and Families **Publications, PO Box 5050, Sherwood Park, Annesley, Nottingham, NG16 0DJ**, tel: **0845 602 2260**, fax: **0845 603 3360**, minicom: **0845 605 5560** or email: dcsf@prolog.uk.com.

The Guide is also available at www.governornet.co.uk

The Protection of Children in England: An Action Plan

On 12 March, Lord Laming published **The Protection of Children in England: A progress report**. The Government accepted all of his recommendations and promised to issue a more detailed response later on.

This action plan sets out the Government's response to Lord Laming's recommendations. It outlines how all of central Government will work together with local government and front line services including teachers, teaching assistants, school governors, staff in Children's Centres and early years settings, child care workers and other partners working with children to drive forward reform of child protection services across England.

A copy of this publication can be downloaded for free from <http://publications.everychildmatters.gov.uk/>

Bradford Schools On-line

Earlier this term you should have received, through your school, a leaflet introducing the new Bradford Schools Online website. Like any website it is maturing as it becomes our primary means of communicating with schools. It is already an important source of information for governors as it carries:

- Daily news articles, to which you can subscribe to have sent by a weekly e-mail
- Information about your school – you will need a password for this, available via the head teacher
- Advice and guidance on a range of areas

Work is underway to provide comprehensive guidance and information for governors in the Governors section.

Bradford Schools Online can be found at schools.educationbradford.com (NB there is no 'www').

We appreciate that all governors may not have internet access so, as part of the launch of the site, we have advised head teachers that they should enable access to the internet for governors in school. We have also reminded them that they should meet all reasonable requests for information in the medium preferred by the governor.

Alan Smith, Head of Information Management Team,
T: 01274 385820, M: 07718 025052, W: Bradford Schools Online

Governor Training

The following courses are still available for governors to attend this term:

Governors Role in Human Resource Matters – Wednesday 10 June

Succession Planning – Tuesday 16 June

Effective Financial Governance – Wednesday 17 June

Staff Absence Strategies – Wednesday 24 June

Preparing for the Chair – Wednesday 1 July

All the above courses take place at Future House at 7.15pm.

If you would like to book a place please ring

School Governor Service on (01274) 385629 or

e-mail school.governor@educationbradford.com

Public Forum for Education Topic: Community Cohesion

The next Public Forum for Education will take place on **Wednesday 8 July 2009 in the Banqueting Hall, City Hall**. It is a genuine open forum which anyone with an interest can join to discuss the big strategic issues in education. Governors are particularly welcome and the Lead Member for Children's Services, Councillor Michael Kelly, and the Strategic Director for Children Services, Kath Tunstall, will attend the forum so they can take back into decision making processes, the views expressed at the forums. This is a real opportunity for stakeholders to shape and influence educational policy.

Rarely cover

The Workforce Agreement Monitoring Group (WAMG), also known as the Social Partnership, has written to local authorities setting out the basis on which the provision that teachers should rarely cover for absent colleagues should be implemented from 1 September 2009.

The National Agreement on 'Raising Standards and Tackling Workload' signed in January 2003 provided the basis for work by schools to create time for teachers and headteachers to focus more of their time on teaching, and leading teaching and learning, including through:

- progressive reductions in teachers' overall hours
- changes to teachers' contracts, including — in 2004 — a limit on the amount of cover for absent colleagues that teachers and headteachers could provide

- new arrangements for deploying support staff.
- The National Agreement included an objective that teachers should only rarely cover and, in 2007, schools were advised that they should expect to achieve the position in which teachers only rarely covered from September 2009.

The WAMG letter and accompanying documents set out the basis for implementing 'rarely cover'. The letter describes the changes that will be made to the STPCD and accompanying guidance to give effect to it. These changes remain subject to the normal consultation that is undertaken for the whole of the STPCD prior to its formal implementation.

Read the supporting documentation on <http://www.teachernet.gov.uk/wholeschool/remodelling/rarelycover/>

National Consultation on curriculum reform and PSHE- have your say

Following the publication of the two reports the Secretary of State for Children, Schools and Families asked the QCA to run a statutory public consultation which will cover the following:

- The Secretary of State's proposals for the new primary curriculum, including the three aims, essentials for learning and life, and six areas of learning plus RE;
- Sir Alasdair Macdonald's recommendations to make Personal, Social and Health Education statutory

- new draft level descriptions for national curriculum subjects and RE
- new draft non-statutory RE guidance, replacing the RE parts of Circular 1/94

Governors have a responsibility for monitoring the curriculum and the QCA feel it is very important that governors' views should be taken into account. By visiting the consultation website, www.qca.org.uk/curriculumconsultation you can select which strands of the consultation you wish to comment on - all of them, some, or just one. You can

fill in the survey questionnaire, indicating what you agree and disagree with, and you can submit prose comments in the boxes. QCA very much hope that governors will take part and make your experience of monitoring the curriculum, and your aspirations for the future, heard as clearly as possible.

The consultation ends at 5pm on Friday 24 July 2009.

Staffing Regulations

The DCSF is consulting about new staffing regulations. The new regulations will consolidate the various amendments to the existing 2003 regulations in one place, but will also introduce some new features.

Safer Recruitment training – this training was introduced for governors and heads following the Bichard Inquiry. The Inquiry also recommended that from a date to be decided no interview panel should sit unless it contained a member who had undertaken the training. From 1 January 2010 no interview panel may sit without a member who has undertaken the Safer Recruitment training.

The full consultation can be found on the DCSF Consultation website via the link <http://www.dcsf.gov.uk/consultations>

The consultation ends at 5pm on Friday 24 July 2009.

Handling Allegations of Abuse made against Adults who Work with Children and Young People

Following the review of the implementation of guidance on handling allegations of abuse against those who work with children or young people, the Government made a commitment to publish additional practice guidance.

The practice guidance is supplementary to the guidance contained in Appendix 5 of Working Together to Safeguard Children and Chapter 5 of Safeguarding Children and Safer Recruitment in Education. It sets out the statutory framework and underlying principles of handling allegations of abuse for those involved in dealing with allegations. It covers practical issues surrounding exercising professional judgement along with information sharing and record keeping. It also takes you through the allegations process through to referral to the Independent Safeguarding Authority.

The guidance can be viewed at <http://www.dcsf.gov.uk/consultations> and your views are sought on the guidance by 7 August 2009.

Music & Arts Service

During the coming 12 months all schools should receive a visit to discuss music provision throughout the school from a member of the Music & Arts Service. If schools have not received this and want to make contact please ring the office on 01274 385555 to arrange a meeting.

Government – Aspirations Document (relates to all Key Stage 2 pupils)

Please see the Bradford Schools Online website for details of the full Aspirations Document
<https://schools.educationbradford.com/userfiles/file/Music%20&%20Arts%20Service/Aspirations%20Document.pdf>

The Music & Art Service will support schools in the delivery of the Government's objectives in this document and are currently delivering Key Stage 2 instrumental/vocal packages to schools across the Bradford district.

New packages for September 2009 will be with schools shortly.

However if you require advice or information in the interim please contact the Music & Arts Service on 01274 385555.

A School Report Card: consultation document

On 14 October 2008, the Secretary of State announced his intention to improve how schools' performance is reported to parents, communities and other stakeholders, providing clear and comprehensive information in a new School Report Card.

The Report Card will provide a clearer, more balanced and comprehensive account of each school's performance and will complement rather than compete with Ofsted inspection reports and form the core of the process by which Ofsted selects schools for inspection.

From autumn 2009 until spring 2011 the School Report Card will be piloted among schools and others, including testing data collation and calculation processes and presentational issues. Further details of each stage will be posted at www.teachernet.gov.uk/21stcenturyschools

Briefings for Local Authority Governors

All Local Authority Governors are invited to attend these briefings which are intended to keep you up to date with key strategic issues in education, for you to take back into your governing bodies.

These briefings are intended to offer support from the Council to the governors it appoints, in addition to the support provided for all governors, by the School Governor Service.

All 4.30pm to 6.30pm in Banqueting Room, City Hall

Thursday 25 June

Strategy for the district's schools update

Thursday 24 September

Providing for the Early Years

Thursday 26 November

Update on school improvement across the district

To book a place please ring School Governor Service on (01274) 385629 or e-mail school.governor@educationbradford.com

Succession Planning

Governing Bodies have a strategic role to play in growing leaders and creating the conditions where leadership can flourish. Leadership development is key to school improvement, as investment in leadership at all levels will pay dividends in pupil achievement. Recruiting a headteacher is probably the most important task a governing body will ever have to face whilst retaining and developing the headteacher is a key responsibility of the governing body.

School Governor Service is running a Succession Planning workshop which will introduce governors to some practical approaches to recruiting, developing and retaining school leaders. Participants will be provided with a range of materials produced for governors by The National College for School Leaders as part of the national succession planning initiative.

The Workshops will be run by Diane Heritage, a National Succession Consultant and will take place on Tuesday 16 June, 7.15pm at Future House or Tuesday 23 June, 7.15pm at Victoria Primary School in Keighley.

If you would like to reserve a place, please ring School Governor Service on (01274) 385629 or e-mail school.governor@educationbradford.com

Schools Research Newsletter

Schools Research News is a monthly electronic newsletter designed to keep those interested in the schools phase of education up to date with summaries of recently published research on current policy and practice issues.

A wide range of topics are covered including teaching and learning, school organisation, governance, and funding issues. Research featured in the newsletter is drawn from a variety of sources including Government sponsored research and education journals. The Newsletter can be found at <http://www.teachernet.gov.uk/teachingandlearning/schoolstandards/latestresearch/>

Notepad is a regular news sheet produced for all governors of schools throughout the Bradford District. It is intended to be a brief and cost effective way of providing all school governors with up-to-date information about services, local and regional activities, and training opportunities.

Notepad is compiled and produced by School Governor Service, Education Bradford, Future House, Bolling Road, Bradford, West Yorkshire, BD4 7EB. Pat Elcock, Linda Townsend, Diane Kenyon, Clive Linnett, Flick Blackwood and Donna Slater are happy to provide any further information you may need about any item appearing in this issue. We can be contacted at the above address or Tel 01274 385629, Fax 01274 385588, e-mail: school.governor@educationbradford.com

